

O&M 1-5-1
TRNG 4-2-22
O&M 7-1
SEC 3-2

18 July 1956

FIELD TRAINING STAFF NOTICE NO. 42-56

SUBJECT: Security in Office Routine

REFERENCES: 1) [REDACTED] 3 Aug 55
2) AF/OS Memo to Field Training Supervisors,
22 Sept 55, subject as above

1. When Safe Security Check Sheets, Forms 38-7, have been completed, Supervisors are responsible for placing a new Form on top of the safe and for forwarding old Forms to the Training Security Officer, Mr. Er-[REDACTED] Box 2, Room 5A.

2. Each Monday, from now on, each Supervisor will place in Box 2, 5A, for Mr. [REDACTED], the preceding week's forms entitled "Administration Area, [REDACTED] Security Check Sheet." The Training Security Officer will then review these forms and will then forward them to the [REDACTED] Security Officer.

[REDACTED]
Assistant Chief for Field Training

Dist:

1 copy ea. Course
and Unit Chief

~~SECRET~~